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1 June 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Conversation with Mr. [REDACTED]
ExO, Office of Personnel, re History of OP.

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1. Regarding the profiles, [REDACTED] stated that these were being made of lower grades. Profiles had not yet been prepared of top staff in
Profiles and other information have been prepared on supergrades. / Persons being considered for promotion to supergrades.

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The Director of Personnel has the material prepared for the Supergrade Review Board. Mr. [REDACTED] commented on my outline. He said that it was very thorough and it raised some questions which would be difficult to answer. I explained that this outline was suggestive only. We did not hope to get complete information. We might get some clues on some of the people.

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2. They said that there would be no objection to my consulting the personnel folders, particularly the folders for supergrade employees who have left the Agency.

3. We discussed the employment of Negroes by the Agency. [REDACTED] said that there were very few cases of complaints regarding discrimination brought before the CIA Employment Policy Officer. She remembered a recent case where someone on the outside complained that a Negro woman, GS-7, secretary had not been promoted. The woman did not know about the complaint and she was embarrassed and resigned. Mr. [REDACTED] said that he did not know of any complaints regarding discrimination brought by applicants.

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4. On the question whether the Director of Personnel should be a personnel management man, Mr. [REDACTED] said that during the period none of the directors were professional personnel management men. [REDACTED] did not work out. [REDACTED] who was acting director was a personnel man with long experience. [REDACTED] was not a personnel man.

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Oct. 2, 1959

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MEMORANDUM FOR THE RECORD

SUBJECT: Telephone Conversation with Mr. [REDACTED], Office of Personnel, re History 1953-1956

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1. He said that Miss [REDACTED] was associated with the Career Staff procedure from the beginning. He had the records on how staff employees became members of the Career Staff.

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2. The Career Staff should be distinguished from the Career Service. Career Service meant the grouping of employees according to occupational categories. One career service designation was personnel officers, SP. Any personnel officer, regardless of where he was serving, was tied to SP career service. If a vacancy in the personnel office of [REDACTED] Station appeared, then it would be filled by SP career service.

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3. He said that he had some material on supergrade policy. They had summarized the key decision for the administration of supergrade area, including extracts from the minutes.

4. He did not think that Mr. [REDACTED] had any collected material on JOT's. Mr. [REDACTED] had reviewed each individual record to find out strong tendencies and skills. He had monitored the career development of JOT's. He had flagged records for appropriate training or assignment action. He did not keep statistics on this. Mr. [REDACTED] thought that Mr. [REDACTED] might have some statistics on what had happened to JOT's.

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5. He said that the T/O tended to distort grade structure. A supervisor would say that he had so many positions. The ceiling did not permit many of these to be filled. The Office of Personnel during the period exerted pressure to have T/O's revised. It had to wait until an office submitted a new T/O. Some offices voluntarily identified jobs which could be eliminated from the T/O. During the period there was no requirement for a periodic review of T/O's.

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6. The number on duty in foreign field was reduced because of the reduction in the [REDACTED] mission and the elimination of the [REDACTED]. At one time the [REDACTED] was a grandiose scheme to decentralize work to [REDACTED]. Gradually the [REDACTED] Station has been reduced.

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5 October 1959

MEMORANDUM FOR THE RECORD

25X1A9a

SUBJECT: Conversation with Miss [REDACTED] Office of Personnel,
re Career Staff, 1954-1956.

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1. She said that the Career Staff was just started in [REDACTED] 1955 so the first annual report which would be of any use to Historical Staff would be the 1955 report. She said that she would have this report and the 1956 report thermofaxed for the HS.

2. She had some statistics which gave a breakdown of separations by members and non-members of the Career Staff, by grade, by age, and by sex. She did not have any figures for members and non-members of the Career Staff so it would not be possible to work out rates. These figures showed that the three year requirement [REDACTED] meant ~~xx~~ that the separation of members who were female and in the youngest age group and the lowest grade level were less among members than among non-members.

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3. She said that the IG is making a survey of the Office of Personnel. Mr. [REDACTED] and some others of the IG staff looked at a mass of material from her office. She had not seen the IG report as yet. She thought that the IG had been working a year on the Office of Personnel.

4. She said that it was a good management tool for an Agency to take a look at its people after the lapse of three years or more. They are now considering increasing the period from three to seven years.

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5. The small number of denials in the beginning was the result of the DCI's concept. He assumed that practically everyone would be qualified. Unless something was dreadfully wrong [REDACTED] an applicant would be accepted. The idea of an elite corps was rejected, and every one, regardless of grade, could apply after three years. Since the beginning, the criteria have been raised. There are now 3 per cent *denied or* denials, whereas in 1955 there were 1.6 per cent denied, *or denied.*

6. There were some people in DD/P who said that this was just a paper exercise. When some employees in DD/P were not admitted, then they made all kinds of calls to find out why.

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7. A man who was eligible for a language award increase could not get it because he had been with the agency *three years* [REDACTED] *or more* and was not a member of the Career Staff. A person cannot be selected for one of the major war colleges who is not a member of the Career Staff.

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October 19, 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Telephone Conversation with Miss [REDACTED], Selection Staff, Office of Personnel, re Career Staff, 1954-1956.

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1. She said that no formal replies were prepared to the 537 questions received prior to the Career Service Conference of August 1954. No formal document was prepared on the Career Staff for all employees. Some of the questions were very difficult to answer. She said that they had a lot of trouble with some of the questions. They were asked when the Career Staff was being set up. As employees became familiar with the Regulation, interest in the questions died down.

2. At first when notices of eligibility were sent out, they stated that the employee would be required to reply in 90 days or prepare a reply indicating why he did not want to become a member of the Career Staff. Persons who did not reply and who also failed to decline were listed as persons whose applications had not been returned.

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3. In July [REDACTED] 1957 the rule was changed since a Committee which was making a survey felt that the rule brought pressure to bear on employees. The [REDACTED] new rule stated that notices of eligibility were to be sent out 90 days prior to the employee's becoming eligible and employee would have 90 days after he became eligible to return application. If application was not returned then, it was concluded that the employee was not interested in applying and an official entry was made that the person had not applied. A memorandum would be sent to him and he would have a change to correct the situation if his application had been lost or his reply had been lost or if he wanted to [REDACTED] change his mind about applying.

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4. She said that there had been no ruling on the meaning of tenure in connection with the Career Staff. There was a discussion with the Civil Service Commission regarding the right of a member of the Career Staff as compared with a non-Career Staff veteran (who had not been with the Agency three years) in case of RIF. There has been no RIF so the question has not come up. In case of a RIF then a non-Career Staff veteran might raise the question. Miss [REDACTED] was not sure [REDACTED] what the legal aspects of this situation would be.

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